

Item # 5-SA

**City of Carson City
Agenda Report**

Date Submitted: 10/09/07

Agenda Date Requested: 10/18/07

Time Requested: Consent

To: Board of Supervisors

From: Linda Ritter, City Manager

Subject Title: Action to approve a revised job description for the position of City Manager.

Staff Summary: Per direction from the Board, this revised job description includes a provision that the City Manager must reside within Carson City and language that addresses a code of professional conduct.

Type of Action Requested: (check one)
☐ Resolution ☐ Ordinance
☒ Formal Action/Motion ☐ Other (Specify) _____

Does This Action Require A Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: Move to approve a revised job description for the position of City Manager.

Explanation for Recommended Board Action: This is follow up to direction from the Board.

Applicable Statute, Code, Policy, Rule or Regulation: n/a

Fiscal Impact: n/a

Explanation of Impact: n/a

Funding Source: n/a

Alternatives: Do not approve and leave description the same.

Supporting Material: Revised Job Description

Prepared By: Linda Ritter

Reviewed By:

(Department Head)

[Signature]

(City Manager)

Melanie Rykutta

(District Attorney)

Julie Brown

(Finance Director)

Date:

Date:

10-9-07

Date:

10-9-07

Date:

10-9-07

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

CARSON CITY, NEVADA

CLASS: 900

GRADE: 146

EST: 7/1990

REVISED: 1/1995

REVISED: 1/03

REVISED: 10/07

EEO: A

FLSA: Exempt

CITY MANAGER

DEFINITION:

Plans, organizes, directs, staffs, coordinates, budgets and controls the activities and operations of the City. Provides strategic leadership for City activities under his/her control. Coordinates City activities with other elected officials in accordance with direction provided by the Board of Supervisors. Engages in intergovernmental activities that promote the mutual interest of the jurisdictions and comply with legal and regulatory requirements. Provides complex administrative support to the Board of Supervisors and implements Board policies and decisions. Communicates with the public on matters affecting the City through public affairs initiatives, press conferences, conducting public meetings, and doing public appearances.

CORE SUCCESS FACTORS:

Communication – effective oral, written, and responsive communication in individual and group settings when there is time for preparation or no preparation.

Interpersonal – individual and group leadership, initiative, negotiation skills, and sensitivity to others.

Self-Management – tolerance for stress, initiative, energy, tenacity, adaptability, range of interests, impact, integrity, and high performance standards.

Resource Management – Accountability, planning and organizing, delegation, control, fiscal management, development of subordinates.

Decision-Making Analysis – Leadership/Vision, opportunity insight, organizational awareness, extra-organizational awareness, financial analysis, and oral fact-finding.

Decision-Making Judgment – Risk taking, innovativeness, organizational awareness, extra-organization sensitivity, objectivity, decisiveness, organizational design.

EXAMPLES OF DUTIES: (The following is used as a partial description and is not restrictive as to duties required).

- Develop, plan and implement goals and objectives for the City; recommends changes in Board policies and independently develops specific procedures and practices that implement Board policy.
- Provide highly responsible administrative staff assistance to the Board of Supervisors; direct specific and comprehensive analyses of a wide range of city policies; update the Board of Supervisors on the status of various projects.
- Oversee the development of the annual City budget in accordance with City and Board of Supervisors directives; monitor monthly expenditures and report significant variances to the Board of Supervisors develop alternate revenue sources for Board of Supervisors projects; oversee the implementation of Board of Supervisors goals and objectives.
- Develop the City's human resources to assure recruitment and retention of high quality employees, appropriate development of employees, and motivation of a workforce to deal fairly and productively with City residents.
- Continuously monitor and evaluate the efficiency and effectiveness of the City's organizational structure, staffing patterns, service levels and administrative systems; implement improvements.

- Serve as liaison between the City and other cities, counties, elected officials and outside agencies; explain and justify City programs, policies and activities; negotiate and resolve significant and controversial issues.
- Direct, oversee and participate in the development of the City's work plan; assign work projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Negotiate contracts and solutions involving a variety of administrative, fiscal and special projects; participate in the preparation of program or special project budgets.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration.
- Respond to citizen inquiries and resolve difficult and sensitive complaints; assign departments to handle and resolve citizen complaints and concerns in a timely manner.
- Assure appointment of and accountability of City Risk Manager and Executive Director of the Redevelopment Authority.
- Holds press conferences, conducts public meetings, make public appearances, organizes public information activities.
- Oversee community planning efforts including open space initiatives.
- Engage in urban transportation activities related to Metropolitan Planning Organization and urban transit planning.
- Perform related duties and responsibilities as required or assigned by the Board of Supervisors.

MINIMUM QUALIFICATIONS :

A combination equivalent to experience and education that would likely provide the required knowledge and abilities ordinarily gained through extensive breadth and depth of experience in leadership and management of a complex organization within a political environment. A typical way to qualify: Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field and seven years of increasingly responsible managerial and leadership experience in a large, complex organization with an open political environment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- A wide range of concepts, principles, and practices of organizational leadership and management in a complex organization that produces, supports, and provides a large number of unrelated services to the public.
- Socio-political environment of northern Nevada.
- The demographic characteristics of northern Nevada.
- The significant political and social roles in northern Nevada communities.
- The structures and organizations that promote collective action for northern Nevada communities
- The unique attributes of local and state government laws and operation that local government decision-making in Nevada.
- Organization and management practices as applied to the analysis and evaluation programs, policies and operational needs.
- Modern and complex principles and practices of program development and administration.
- Principles of human resource development and utilization.
- Advanced principles and practices of budget preparation and administration.
- Economic development programs and services.

- Modern methods of procurement, contract negotiation and administration.
- Funding practices of state and federal agencies; categorical grant conditions and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.
- Principles of ethics in government.

Ability to:

- Lead, manage a complex public organization in an ethical manner within an open political environment.
- Plan, organize, direct and coordinate the work of a large, complex organization with a structure and management practices that maximize resource utilization and productivity within various legal and regulatory constraints.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Effectively and fairly negotiate appropriate solutions and contracts.
- Recruit, retain and motivate high quality employees with the appropriate skills and abilities that can respond to changing conditions and effectively and fairly to City resident.
- Allocate limited resources in a cost effective manner.
- Prepare and administer large and complex budgets.
- Evaluate and develop improvements in city operations, procedures, policies and methods.
- Select effective executive management staff.
- Conduct research and prepare clear and concise reports.
- Identify and respond to community and Board of Supervisors issues, concerns and needs.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations to assure compliance with requirements and limit liability for the City.
- Communicate clearly and concisely, both orally and in writing.
- Be truthful and diligent in executing the public trust.
- Effectively communicate with, gain the cooperation of, and establish and maintain effective working relationships with a very wide variety individuals within and outside the City including members of federal, state, and local executive, legislative, and judicial bodies; representatives of large regional or national firms; representatives of the news media; presidents of labor organizations; residents; members of City Boards and Commissions; professional and technical staff. At a minimum, this includes the skills and ability to:
- Use effective expressions in group and individual situations.
- Use clear expression in good grammatical form
- Express to individuals and groups that the manager has heard and considered the information provided.
- Consider the feelings and needs of others and be aware of the impact of one's own behavior on others
- Motivate others to achievement of common objectives
- Hold effective press conferences and public meetings.
- Promote a positive image of the City in public appearances.

OTHER REQUIREMENTS AND CONDITIONS:

The City Manager is an "at will" employee who serves at the pleasure of the Board of Supervisors. The position is exempt from the overtime provisions of the Fair Labor Standards Act and the City Manager is expected to work at nights, weekends, and as needed. The City Manager shall maintain the highest level of personal conduct in the course of fulfilling their public duties, and shall, at no time, engage in activity deemed to be offensive, dishonest, or disreputable.

Successful candidates for this position are required to pass an extensive background and suitability investigation that will include references, previous employers, credit history, criminal record and other sources of information about the candidate. Successful candidates must consent to release the necessary information to the City or its representative as a condition of continued consideration.

- The person selected may be required to pass a drug test or other tests that assess the ability of person to meet the physical and mental requirements of the position. The City Manager may be required to complete a annual financial disclosure form under Nevada law.

Successful candidates for this position must reside within the Consolidated Municipality of Carson City within 60 days of hiring.

Successful candidates for this position may be eligible for reimbursement of certain relocation expenses if the successful candidate is moving to Carson City from outside the area. Such reimbursement will only be available if the successful candidate establishes residence in Carson City.

Approved by BOS on October 18, 2007 ~~January 16, 2003~~